

13 December 1984

MEMORANDUM FOR: Chief, Personnel & Career
Management Staff/OP

FROM:
Chairman, OP CT Committee

SUBJECT: Proposed Revisions to the OP CT
Training Program

1. At the suggestion of the Deputy Director of Personnel, the OP CT Committee recently solicited feedback from the currently being trained in OP. As a result of this feedback, the Committee recommended a re-orientation of OP CT training as outlined below. A meeting with all OP area Deputy Directors was arranged to solicit their views concerning the proposed revisions and the CT feedback.

2. In the view of the OP CT Committee and the OP Deputy Director's, the CTs have expressed some valid concerns about overloading on the details of Personnel functions before they are able to utilize their training in a job situation. To prevent this type of problem from occurring, the Committee recommends that the general orientation training within the Office of Personnel be reduced to approximately three weeks. The remainder of the Interim Assignment Period of 9-12 weeks would be utilized to assign the CT to an Office of Personnel position that would have direct application to a later generalist Personnel assignment.

3. Schedules are attached for a proposed revision of the Office of Personnel interim training for OP CTs which include a total of 17 1/2 days of general overview. It is suggested that the sequence of the overview be adjusted so that the OP area responsible for the longer position assignment provide its portion of the overview immediately prior to the position assignment. The attached schedules provide for the following amount of orientation training:

DD/EBS =	7 1/2 days
DD/E =	5 days
DD/PA&E =	5 days
Total	<u>17 1/2 days</u>

In addition to the orientation briefings, the following (unranked) 9-12 week assignments are suggested:

DD/EBS - Four-week assignments in each of the three Divisions, concentrating on the major functional areas.

SUBJECT: Proposed Revisions to the OP CT Training Program

DD/E - Four-week assignments in Divisions I, III, and IV.

DD/PA&E - Transaction Records Branch of Information Division
- Policy & Programs Staff
- Position Management & Compensation Division

4. It is recommended that consideration be given to the modification of OP CT training in accordance with the suggestions contained in this memorandum and attached schedules.



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Attachment: As Stated

Distribution:

Original - Addressee w/atts

~~1~~ - Chrono (HRPS)

1 - Chrono (DD/E) w/atts

1 - OP CT Folder (HRPS) w/atts

1 - DDS&T/PO [redacted] w/atts

(17 DECEMBER 1984)

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ORIENTATION

Deputy Director for Employment

1st Day

0900-1000	Mission, Functions and Objectives of the Office of Employment
1000-1100	Overview of Field Offices
1100-1200	Advertising Program
1200-1300	Lunch
1300-1500	Graduate Fellows/Student Programs
1500-1600	Military Reserve Program

2nd Day

0900-1200	Briefing on CAPER (Applicant Tracking System)
1200-1300	Lunch
1300-1500	Role of Medical/Security Expediter Suitability Screening Hands-on Training
1500-1600	Overview of the Officer/Technical Applicant Processing System

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3rd Day

0900-1200

Role of the Selection Officer--Component Requirements for New Hires; review process of cases and resumes and paper flow

1200-1300

Lunch

1300-1600

Role of the processing assistant within the processing system; component and applicant contact; scheduling of medical and security appointments; travel and hotel arrangements; other assistance provided applicants such as housing, in-town transportation, etc.

4th Day

0900-1200

Overview of Correspondence and Records Section; flow of correspondence; establishing case file; types of correspondence; tickler and file system; operation of the central mailroom functions; courier service to outlying buildings and components.

1200-1300

Lunch

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1300-1600

5th Day

0900-1000

Overview Briefing on Clerical Recruitment

1000-1200

Selection Process for Clericals; testing, etc.

1200-1300

Lunch

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1300-1400

1500-1600

Wrap-up with Deputy Director for Employment

DD/PA&E PROPOSAL FOR CT TRAINING

DD/PA&E and STAFFS	-	1/2 Day
DD/PA&E - 1 hour		
HRPS - 2 hours		
SIS - 1 hour		
 P&PS	-	1/2 Day
 PMCD	-	2 Days
 ID	-	2 Days
	<u>TOTAL:</u>	5 Days

Ten-Week Course can be developed in ID/TRB, P&PS or PMCD.

29 October 1984

POLICY AND PROGRAMS STAFF
PROPOSED CT ORIENTATION OUTLINE

ONE-HALF DAY ORIENTATION

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0830 - 0900	Overview - P&PS Mission, Function, Responsibilities
0900 - 1030	Monitoring, Reviewing, Evaluating Existing Personnel Management Programs and Policies; and Developing New Personnel Management Programs and Policies
1045 - 1200	Publications and Suggestions



29 October 1984

POLICY AND PROGRAMS STAFF
PROPOSED CT ASSIGNMENT OUTLINE

TEN-WEEK ASSIGNMENT

WEEK 1

FIRST DAY

Overview - P&PS Mission, Function, Responsibilities

Individual Briefings On:

Monitoring, Reviewing, Evaluating Existing Personnel
Management Programs and Policies

Developing New Personnel Management Programs and Policies

Publications

Legislation Review

Suggestions

SECOND DAY

Case Studies and Problem-Solving Exercises


THIRD DAY THROUGH END OF WEEK 10

Can't really schedule a routine. Would probably have the person do some routine research to answer uncomplicated questions; try a hand at updating an uncomplicated regulation; write a few HNs, OPMs. Depending on what kind of major project is underway, he or she could assist the project officer.

30 October 1984

MEMORANDUM FOR: Deputy Director for Policy, Analysis
and Evaluation

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FROM:

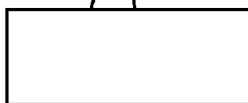

Chief, SIS

SUBJECT: CT Orientation in PA&E

1. The SIS portion of a PA&E one-week orientation for CTs would probably take less than one hour and I propose would cover the following points:

- a. The fact that there is a Senior Intelligence Service.
- b. The origin and purpose of the SIS.
- c. The differences between the SIS and the SES.
- d. The benefits of the SIS and how it differs from the GS system.
- e. How we handle the daily administration of the SIS.

2. You also asked for my suggestions for a 10-week assignment of a CT to my area. However, I do not feel that such an assignment to the SIS Support Office would be appropriate.



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POSITION MANAGEMENT AND COMPENSATION DIVISION

CT Schedule

1st Day

0830 - 0900	Mission, Functions, and Organization of PMCD
0900 - 1000	Survey and <u>Ad Hoc</u> Process Overview of a survey cycle and the steps involved in dealing with <u>ad hoc</u> requests and feedback to component management.
1000 - 1015	Break
1015 - 1200	Factor Evaluation System How to write position description (PD) and a workshop where the student writes a PD from narrative data.
1200 - 1300	Lunch
1300 - 1400	Position Audits The steps involved in preparing for an audit, i.e., review of occupational data and office structure, research similar occupations, formulate questions for interviews, etc.
1400 - 1500	Job Evaluation Process The selection and application of evaluation criteria and potential occupational impact.
1500 - 1515	Break
1515 - 1700	Job Evaluation Workshop The student will prepare an evaluation statement using appropriate grading criteria and will compare his/her results to a PMCD evaluation of the same position.

2nd Day

0830 - 0945	Position Management Will include discussion of position design, structure, and enhancement as well as organizational structuring, span of control, layering, etc.
0945 - 1045	Compensation, Hours of Work, and Administrative Controls (include examples and specific cases for discussion/comment).
1045 - 1100	Break
1100 - 1200	Staffing Complement Explanation in detail of position data, footnotes, various sections, methods for changes, occupational titles, and occupational handbook.
1200 - 1300	Lunch
1300 - 1400	Career Service Grade Authorization (CSGA) Explanation and workshop where the student will make adjustments to the CSGA.
1400 - 1500	PMCD Relationship to the Comptroller Ceiling allocation, average grade, grade points, budget relationship, etc.
1500 - 1515	Break
1515 - 1615	<div data-bbox="451 1476 1203 1623" style="border: 1px solid black; height: 70px; width: 463px;"></div>
1615 - 1700	Wrap-up Discussion of all previous segments and question and answer session.

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29 October 1984

NOTE FOR: Deputy Director for Policy,
Analysis & Evaluation

SUBJECT: OP CT Orientation

You recently requested that we provide you with an estimate of the time needed to provide a general orientation to our areas. I would propose the following orientation periods:

ID = 2 days composed of:

- 1 day in TRB to cover action processing, SCDs, PARs, WGLs, locator cards, credit verification, etc.
- 6 hours in I&AB to cover reporting capabilities, data bases, and the qualifications program.
- 2 hours in ADRB to cover PRIM and other HRS segments.

HRPS = 2 hours to cover the available methodology for simulation, forecasting, and analysis.

I would also propose that ID/TRB be considered for a ten-week assignment for OP CTs. We would have them function as a special assistant to the C/TRB to ensure that they cover a wide gamut of basic procedures that they can use in other assignments.

Let us know what our time-frame is, and we will prepare more detailed schedules for the orientation training.



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EMPLOYEE BENEFITS & SERVICES
CT TRAINING SCHEDULE

(7 1/2 Work Days)

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<u>DAY</u>	<u>SUBJECT (BRIEF)</u> <u>CONTENT STATEMENT</u>
<u>Monday</u>	
0830-0930	<u>Overview of EBS mission and functions</u>

Employee Services Division
0930-1000

Overview of ESD

Contracts Branch
1015-1630

- General briefing on contracting principles and benefits
- Annuitant memos, contract checklists, contract preparation
- Inactive Reserve Program
- PERSIGN, consultants, Staff Agents, action processing

<u>DAY</u>	<u>SUBJECT (BRIEF)</u> <u>CONTENT STATEMENT</u>	<u>INSTRUCTOR</u> <u>& LOCATION</u>
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Tuesday

Allowances Branch
0830-1200

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- Responsibility and trends
- Standardized regulations and Agency regulations

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Placement Branch
1300-1430

- Counseling function
- Vacancy Notice Program
- Exit Interview Program

Family and Employee Liaison Branch
1445-1700

- Mission and Functions
- New initiatives in employee assistance
- Available services for domestic and foreign relocation

<u>DAY</u>	<u>SUBJECT (BRIEF)</u> <u>CONTENT STATEMENT</u>	<u>INSTRUCTOR</u> <u>& LOCATION</u>	
<u>Wednesday</u>			
<u>Protocol Branch</u> <u>0900-1000</u>	<ul style="list-style-type: none">◦ Mission and Functions◦ Types of Awards◦ Approval and Presentation process◦ Foreign Gifts and Decorations		STAT
<u>Awards Branch</u> <u>1045-1200</u>	<ul style="list-style-type: none">◦ Incentive Awards Program: Suggestions, Special and Exceptional Accomplishments◦ Role of SAAC and DO Special Panel		
<u>Personal Services Branch</u> <u>1300-1700</u>	<ul style="list-style-type: none">◦ Mission and Programs◦ Casualty and Emergency Assistance◦ Public Service Aid Society Educational Aid Fund, CFC◦ EAA (clubs, store, ticket sales)		

<u>DAY</u>	<u>SUBJECT (BRIEF)</u> <u>CONTENT STATEMENT</u>	<u>INSTRUCTOR</u> <u>& LOCATION</u>
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Thursday

Insurance Operations Division
0830-0930

- ° Overview of IOD

0945-1200

- ° FEGLI, FEHBP.

1300-1700

- ° GEHA Sponsored Programs
ABP Insurance Rates & Benefits

Friday

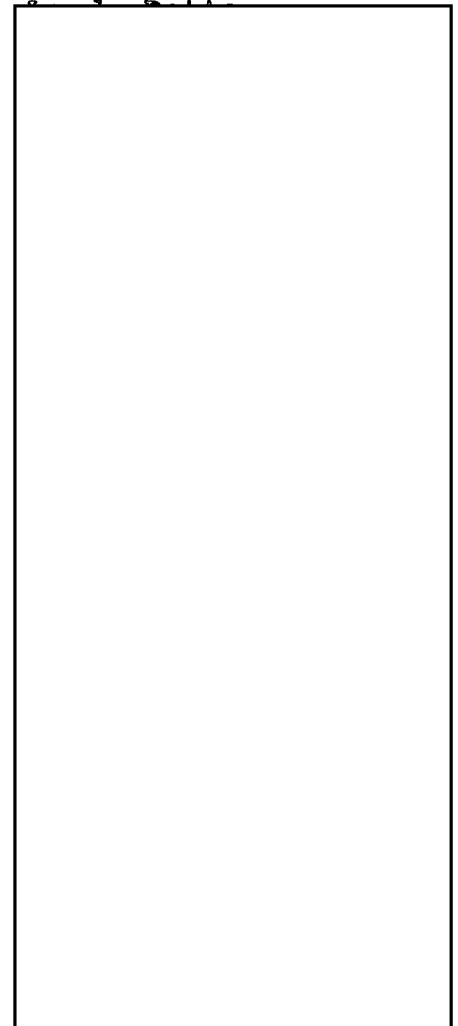
0830-1200

- ° Overseas Medical and Workers'
Compensation

1300-1700

- ° Claims Adjudications

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<u>DAY</u>	<u>SUBJECT (BRIEF)</u> <u>CONTENT STATEMENT</u>	<u>INSTRUCTOR</u> <u>& LOCATION</u>
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Monday

Retirement Operations Division
0900-1000

- Overview of RD

Retirement Operations Branch
1015-1700

- Overview of ROB
- Retirement Processing & Estimates
Optional/disability/discontinued
service
- Spousal Law
- Annuitant Handling

Tuesday

Retirement Services Branch
0830-1200

- Pre-Retirement Counseling
- Employment inquiries
- Employment assistance

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<u>DAY</u>	<u>SUBJECT (BRIEF)</u> <u>CONTENT STATEMENT</u>	<u>INSTRUCTOR</u> <u>& LOCATION</u>
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<u>Retirement Board</u> <u>1300-1500</u>		
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- Secretariat functions

<u>Voluntary Investment Plan</u> <u>1515-1700</u>		
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- Retirement Investment

<u>Wednesday</u>		
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1000-		
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- Critiques of EBS Training Program
and question and answer period

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EBS Options for 9-12 Week Interim Assignment

1) Assignment in major functional areas of EBS as follows:

- ° 4 weeks Insurance Operations Division
- ° 4 weeks Retirement Division
- ° 2 weeks Personal Services Branch/ESD concentrating on casualty and Emergency assistance
- ° 2 weeks in Contracts & Allowances Branch/ESD

2) 4 week assignments in each of the three division concentrating on the major functional areas.